

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350-2000

OPNAVINST 1531.4F
OP-114C
12 August 1992

OPNAV INSTRUCTION 1531.4F

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: SECRETARY OF THE NAVY
NOMINATION FOR THE NAVAL
ACADEMY/NAVAL ACADEMY
PREPARATORY SCHOOL

Ref: (a) MILPERSMAN 1020220
(b) U.S. Naval Academy Catalog
(c) OPNAVINST 1531.5B
(d) MANMED Chapter 15
(e) NAVMEDCOMINST 6120.2A
(NOTAL)
(f) PAYPERSMAN (NAVSO P-3050)

Encl: (1) Sample Format for Letter of Application
(2) Commanding Officer's Guide for Potential Applicants
(3) Sample Format for Commanding Officer's Endorsement
(4) Sample Naval Message Format for Deployed Units
(5) Sample Format for Request for Transcript
(6) Brief Sheet (Detach and utilize as appropriate, then destroy)

1. Purpose

a. To supplement reference (a) by providing information and instructions on procedures for enlisted members of the Regular Navy and Naval Reserve to apply for a Secretary of the Navy (SECNAV) nomination and appointment to the U.S. Naval Academy.

b. To provide an opportunity for enlisted members to concurrently apply for the Naval Academy Preparatory School (NAPS) in the

event they are not selected for a direct appointment to the Naval Academy. This instruction has been revised extensively and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1531.4E.

3. Background. Title 10, United States Code, section 6954 provides that:

a. SECNAV may appoint, annually, 85 enlisted members of the Regular Navy and Regular Marine Corps to the Naval Academy.

b. SECNAV may appoint, annually, 85 enlisted members of the Naval Reserve and Marine Corps Reserve (active or inactive) to the Naval Academy.

4. General Information

a. The U.S. Naval Academy offers an outstanding opportunity for qualified young persons to embark on careers as officers in the Navy or Marine Corps. Students at the Naval Academy are Midshipmen, U.S. Navy, receiving pay of a midshipman plus tuition, room and board. Upon graduation, they receive a Bachelor of Science degree. Midshipmen who graduate with the Class of 1996 will receive a commission in the Regular Navy or Regular Marine Corps; under current law, midshipmen who graduate on or after 1 October 1996 will receive commissions in the Naval Reserve or Marine Corps Reserve. Plebes (freshmen) report in July. The Naval Academy is located at Annapolis, Maryland.

b. The Naval Academy Preparatory School provides intensive instruction and preparation for the academic, military and physical training curricula at the Naval Academy. NAPS students are in active duty enlisted status. The school convenes in August of each year through May of the following year. The Preparatory School is a tenant command located on board the Naval

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Education and Training Center, Newport, Rhode Island. There is no direct application to NAPS. Naval Academy applicants who are not offered direct appointment, but who demonstrate outstanding potential to become career naval officers, are automatically considered for admission to NAPS if the applicant has so requested on the application and has been recommended for NAPS by his/her commanding officer.

c. Applicants are strongly encouraged to apply for all categories of nominations for which they qualify. All categories of nomination are listed in the Admissions chapter of reference (b). Members may request a nomination to the Naval Academy from both of their Senators and the Representative of their congressional district. A sample format is in reference (b). Applicants may also be eligible for other nominations, e.g., Presidential, Children of Deceased or Disabled Veterans, and Children of Prisoners of War and of Servicemembers Missing in Action. See references (b) or (c) for details.

5. Eligibility Requirements. To be eligible for a nomination to the Naval Academy/NAPS Program, an applicant must be:

- a. A citizen of the United States.
- b. Of good moral character.
- c. At least 17 years of age and must not have passed the 22nd birthday on 1 July of the year entering the Naval Academy. (NOTE: This is a statutory requirement and CANNOT be waived.)
- d. Unmarried, not pregnant, and have no legal responsibility to support a child, children or other individual.
- e. In excellent health as determined by a medical examination administered by the Department of Defense Medical Examination Review Board (DoDMERB). Qualifying standards are provided in references (b), (d) and (e).

(1) Have normal visual acuity of 20/20 in each eye. Waivers are granted to many candidates with some degree of defective visual acuity provided the vision can be corrected to 20/20 in each eye with conventional (spectacle) lenses in which the refractive power does not exceed ± 6.0 diopters in any meridian and the astigmatism is not more than 3.0 diopters.

(2) Have normal color perception as determined by the Farnsworth Lantern test.

f. Scholastically qualified as determined by the Naval Academy based upon:

(1) An acceptable secondary school transcript with college preparatory subjects and grades indicating college capability, a class standing normally in the top 40 percent in high school and recommendations from high school officials who have carefully supervised the applicant's undergraduate preparation. Recommendations are not required of applicants who have been out of school for more than 1 year.

(2) Acceptable score(s) on the Scholastic Aptitude Test (SAT) or the Enhanced American College Testing (EACT) Program test from a test(s) taken after December of the applicant's junior year. To be considered for a SECNAV nomination a candidate must obtain a combined SAT score (Verbal and Math) of 950, or EACT equivalent score of 44 (English and Math). These scores are not competitive for entrance into the Naval Academy but may place a candidate in contention for NAPS based on the whole person concept.

g. Recommended by his/her commanding officer.

6. Application Procedures

a. Applicants for the Naval Academy must submit a letter application, enclosure (1), via their chain of command to the Naval Academy after 1 July of the year prior to the desired year

of entry. Applications must arrive no later than 31 January of the year in which the applicant desires admission. A Pre-Candidate Questionnaire should also be requested from and returned to the Candidate Guidance Office at the address in paragraph 13.

b. Applicants must register and pay for SAT or EACT tests, and request that the test results be sent to the Naval Academy. Use code 5809 for the SAT and code 1742 for the EACT. Applicants should be encouraged to take one or both of these examinations at the earliest opportunity. Detailed information and registration forms for the tests may be obtained by writing to:

SAT: The College Entrance
Examination Board
Box 592
Princeton, NJ 08540

EACT: The American College Testing
Program
Box 414
Iowa City, IA 52240

The Naval Academy will not accept test scores from tests taken after January of the year for which the service member desires admission to the Academy. If a nominee has already taken the SAT and/or EACT, and did not indicate at the time of registration for the tests that the test scores were to be forwarded to the Naval Academy, he/she should write to the appropriate testing agency and request that they be so forwarded.

c. Upon receipt of an application the commanding officer will:

(1) Interview the applicant personally following the guidance provided in enclosure (2). A thorough understanding of the military, academic and physical rigors of the Naval Academy is necessary to ensure that applicants understand and appreciate the demands of the career upon which they are embarking.

(2) Provide an endorsement to the applicant's letter following the format provided in enclosure (3). In those instances in which the deployed status of a ship, squadron or Marine unit makes communications by letter impractical, commanding officers may submit a message (sample format in enclosure (4)) in lieu of enclosures (2) and (3).

(3) Request high school and college (if appropriate) transcripts (sample format at enclosure (5)) at the earliest opportunity to ensure a complete academic record is available to the Naval Academy Admissions Board.

(4) Ensure that an original and one copy of the application are properly prepared, endorsed and forwarded to the Superintendent, U.S. Naval Academy, Nominations and Appointments Office, 117 Decatur Road, Annapolis, MD 21402-5019.

d. The Superintendent will, upon receipt of the application, issue a notice of SECNAV nomination if the applicant is eligible for that nomination. Those not selected will be so notified, with explanatory remarks.

e. The Director, Department of Defense Medical Examination Review Board, will schedule the service academy qualifying medical examination for applicants found scholastically qualified.

f. Applicants are requested to notify the Naval Academy Candidate Guidance Office (see paragraph 13 for address and telephone) of any change in mailing address and receipt of transfer orders prior to receipt of offer of appointment to the Naval Academy (normally issued about the 15th of April).

g. The Naval Academy will advise those nominees who are not selected for direct appointment to the Naval Academy as to whether they are selected for NAPS by June.

7. Service Obligation

a. Members are required to have a minimum of 24 months of active-obligated service, if offered an appointment, as of 1 July of the entering year. Candidates who are selected for admission to NAPS will be required to have a minimum of 24 months obligated service as of 1 July of the year that they will enter the Preparatory School. NAPS graduates who are appointed to the Naval Academy will be required to have a minimum of 24 months active obligated service as of 1 July of the year that they will enter the Naval Academy. To acquire the obligated service required under this paragraph, extensions of enlistments and/or active duty agreements may be executed in accordance with MILPERSMAN articles 1050150 and 1050200. Extensions of enlistment and active duty agreements are to be prepared following reference (f) and executed on NAVPERS 1070/621 or NAVPERS 1070/622. In all cases in which active obligated service is acquired by an agreement to extend enlistment, enter one of the following "reasons", as appropriate, on the form:

(1) "Assignment to the Naval Academy Preparatory School. I understand that upon such assignment, this agreement becomes binding and may not thereafter be canceled except as provided in MILPERSMAN 1050150."

(2) "Appointment to the U.S. Naval Academy. I understand that upon such appointment this agreement becomes binding and may not thereafter be canceled except as provided in MILPERSMAN 1050150."

b. An Enlisted Navy Career Options for Reenlistment (ENCORE) quota is not a requirement for officer accession programs. Selectees to officer accession programs do not need to request ENCORE reenlistment or extension quotas in order to acquire the necessary, obligated service for those programs.

c. Should a former fleet sailor disenroll from the Naval Academy or NAPS for reasons

other than acceptance of a commission or a physical disability, he/she will revert to the enlisted status held immediately prior to entry into the academy/NAPS. The enlisted member will then be required to complete the period of service for which he/she was originally enlisted or for which he/she has an obligation (any extension or reenlistment). Time served as a midshipman (Naval Academy) or midshipman candidate (NAPS) shall be counted as time served under the original enlistment or period of obligated service.

d. A midshipman who is separated or whose resignation is accepted after the start of the second class year, but before completing the course of instruction, may be transferred to the reserve component in an enlisted status and ordered to active duty for not less than 2 years but no more than 4 years.

e. Any midshipman who completes the course of instruction and declines to accept an appointment as a commissioned officer may be transferred to the reserve component in an enlisted status and ordered to active duty for 4 years.

f. Naval Academy commissionees are required to serve an 8-year military service obligation of which at least 6 years must be on active duty.

8. Withdrawal of Application or Recommendation. An applicant may withdraw from consideration any time prior to transfer to the Naval Academy or NAPS from the present duty station. A candidate wishing to withdraw should refuse such orders in order to prevent an unnecessary transfer. If orders are declined, notify the U.S. Naval Academy Candidate Guidance Office, Attn: NAPS/Fleet Coordinator (see paragraph 13 for address and telephone). Should there be a marked drop in the overall performance of the candidate or violations against the Uniformed Code of Military Justice (UCMJ), the commanding officer shall immediately inform the Superintendent, U.S. Naval Academy. An applicant in this category will be

held by the parent command until the Chief of Naval Personnel authorizes release after final determination is made regarding the application.

9. Transfer Policy

a. Candidates for the Naval Academy/NAPS receiving permanent change of station orders for execution subsequent to applying for this program should not be transferred until officially notified of selection or non-selection to the Naval Academy or NAPS. If a transfer directive is received, the commanding officer shall notify the orders originating authority that the individual has applied for appointment to the Naval Academy and NAPS, if applicable, and that orders (cite Transfer Code number) are being held in abeyance until notification of selection or nonselection is received. If applicant is selected, the commanding officer shall notify the orders originating authority that the individual has been selected and that the orders are considered canceled. If the applicant is not selected for either the Naval Academy or NAPS, the command should transfer the individual and notify the orders originating authority that the orders have been complied with, referencing the previous correspondence which held the orders in abeyance.

b. Transfer directives will be issued by the Chief of Naval Personnel. Commanding officers shall ensure that no person ordered to the Naval Academy or NAPS is transferred without the obligated service required. Prior to transfer, the applicant must sign a page 13 entry voluntarily accepting orders to the Naval Academy or NAPS. It is anticipated that transfer directives will be issued about 1 June, ordering candidates to report to the Naval Academy the first week in July. Transfer directives to the NAPS will be issued about 15 July ordering candidates to report in late July.

c. A positive leave balance upon entering NAPS is strongly encouraged in order to permit leave at Christmas or in an emergency.

d. Each candidate must remit \$1,500, upon admission to the Naval Academy, as an entry deposit which is applied to the initial uniform issue. It is strongly recommended that no advance pay be authorized for the candidate incident to transfer to the Naval Academy or NAPS.

10. Advancement in Rating. NAPS students are not able to fulfill the requirements for advancement in rating while they are enrolled because of the school's stringent academic requirements; however, if they meet all requirements for advancement prior to arrival at NAPS, personnel will be permitted to take the advancement in rate examinations. E-1's may be promoted to E-2 on the recommendation of the Commanding Officer of NAPS after 9 months total active service. E-2's may be promoted to E-3 after 9 months time in rate as an E-1, provided they have completed the required training courses and are recommended by the Commanding Officer of NAPS. Personal Advancement Requirements (PAR) may be waived by the commanding officer.

11. Appointment Opportunity from NAPS. All students at NAPS compete for appointments to the Naval Academy. During recent years a very high percentage of students who met all requirements for admission to the Naval Academy have gained an appointment. This is primarily due to the extensive screening of applicants selected for NAPS by the Naval Academy Admissions Board.

12. Action. Commanding officers, including those at recruit training commands and service school commands, will ensure that the Naval Academy Program is given wide publicity on a continuing basis, encourage every highly talented and motivated candidate to apply, and afford complete counseling and advice on this opportunity. Reference (b) has been provided to all commands for information.

OPNAVINST 1531.4F
12 August 1992

13. Inquiries. Information and questions concerning fleet applications should be addressed to the U.S. Naval Academy, Candidate Guidance Office, Attn: Fleet/NAPS Coordinator, 117 Decatur Road, Annapolis, Maryland 21402-5018. Phone: Defense Switched Network (DSN) 281-4361, Toll Free 1-800-638-9156, Commercial 1-410-267-4361.

14. Forms. NAVPERS 1070/621 (9-87), Agreement to Extend Enlistment, S/N 0106-LF-018-6225, and NAVPERS 1070/622 (9-87), Assignment to and Extension of Active Duty, S/N 0106-LF-018-6232, are available through the Navy supply system in accordance with NAVSUP P-2002.

S. F. GALLO
Assistant Deputy Chief of Naval Operations
(Manpower, Personnel and Training)

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SNDL Parts 1 and 2

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SAMPLE FORMAT FOR LETTER OF APPLICATION
(Submit original and one copy)

_____(Date)_____

From: (Rate, full name, branch, social security number)
To: Superintendent, U.S. Naval Academy
ATTN: Nominations and Appointments
117 Decatur Road
Annapolis, Maryland 21402
Via: (Commanding Officer) (Complete mailing address, including
ZIP Code)

Subj: APPLICATION FOR SECRETARY OF THE NAVY NOMINATION TO THE
U.S. NAVAL ACADEMY/NAVAL ACADEMY PREPARATORY SCHOOL

Ref: (a) OPNAVINST 1531.4F

1. Per reference (a), I hereby request a Secretary of the Navy nomination under the (Regular/Reserve) category for appointment to the Naval Academy for the class which will enter in July of 19____. The requirements for appointment to the Naval Academy by the Secretary of the Navy under the Naval and Marine Corps Regular/Reserve Program have been fully explained to me and are understood. I am prepared to fulfill these requirements and hereby apply to compete for such appointment.

2. The following pertinent information is provided:

- a. I am a (male/female) citizen of the United States.
- b. I am not married and have no legal obligation to support a child, children or other individual.
- c. Date of birth: _____
- d. Standardized test scores: SAT V _____ SAT M _____
EACT V _____ EACT M _____
- e. Date of enlistment (active duty base date (ADBD)): _____
- f. Military mailing address (applicant is responsible for advising the Naval Academy of changes in military address):

g. Duty Phone _____ Home Phone _____

Enclosure (1)

OPNAVINST 1531.4F

12 AUG 1992

3. My high school background is as follows:

Name	Address	Dates	Graduate (Yes/No)	Class Standing (if available)
<hr/>				
<hr/>				

4. I (have/have not) previously been a candidate for any service academy. I (have/have not) previously attended a preparatory school sponsored by a military service.

5. My ethnic origin is: _____ (Black, Oriental, Hispanic, native American (American Indian, native Alaskan), Puerto Rican, Caucasian, etc.).

6. Military discipline. All non-judicial punishment within past 2 years and all courts-martial (summary, special, general).

Date	Place	Charge	Fine or sentence (if none, so state)
<hr/>			

7. In the event that I am not selected for direct appointment to the Naval Academy, I (do/do not) wish to be considered for admission to the Naval Academy Preparatory School with the next convening class.

(Signature)

Enclosure (1)

12 AUG 1992

COMMANDING OFFICER'S GUIDE FOR POTENTIAL APPLICANTS

1. General. The outline contained in this counseling guide is intended to assist commanding officers and interview boards in interviewing enlisted applicants for the Naval Academy and Naval Academy Preparatory School.

a. Close personal interest and attention to the applicant's attitude and character as well as qualifications are a must. It is just as necessary to identify and encourage the likely prospect as it is to recognize and discourage the unlikely prospect.

b. The applicant must volunteer freely if the program is to continue to produce candidates who will subsequently develop into outstanding midshipmen.

c. Dedication and enthusiasm are equally important as scholarship in assuring success in the Naval Academy/NAPS Program.

d. Consider the maturity and sincerity of the applicant. While it may be normal for applicants in the senior teenage group to change their minds about a career, the service members who delay their decision as to whether to pursue a Naval Academy appointment until enrolled in the Preparatory School are doing themselves, the Navy and others competing for an appointment to USNA a significant disservice.

e. Consider all information available about the applicant in addition to the information obtained from the interviews.

f. Any prospective applicant who declines the opportunity or any applicant who desires to withdraw shall be permitted this option.

2. Counseling guide: Explain in detail to the applicant

a. The applicant should be sincere in his or her intentions to pursue diligently the course at the Preparatory School (if applicable), to graduate from the Naval Academy and to serve as an officer in the naval service.

b. The Naval Academy offers a Bachelor of Science degree in 18 major subjects, including mathematics, chemistry, history, political science and various engineering disciplines. This undergraduate foundation forms a basis for further scholastic and professional development.

Enclosure (2)

12 AUG 1992

c. The way of life of an Annapolis midshipman differs sharply in most respects from that of the civilian college student, and includes the plebe (freshman) indoctrination program, the relative lack of discretionary time, an academic program that includes up to 145 semester hours in 4 years, a physical education program in excess of 160 hours and an extensive professional training program.

d. The applicant for admission to the Naval Academy and/or for student training at the Naval Academy Preparatory School must realize that admission is competitive with all other nominees as well as enlisted nominees. It is beneficial for a candidate to the Naval Academy to apply for more than one nomination category simultaneously.

e. Inform the applicant of the career opportunities afforded the Regular Navy and Marine Corps officer and that graduating from the Naval Academy carries with it an obligation to accept a commission in the Line of the Navy or Marine Corps, and to serve an 8 year military service obligation of which at least 6 years must be on active duty.

f. The applicant's previous academic record is important. In satisfying the academic requirements for admission to the Naval Academy, the secondary school record, including class standing, is used in conjunction with college board scores. Below average performance in high school or in college could result in disqualification. While all USN/USMC applicants should have attained SAT scores of at least 950 (combined math/verbal), it should be noted that most entering midshipmen (from all sources) have attained scores in excess of 1200.

g. If the applicant has previously taken the SAT or EACT, the test scores should be listed on the high school transcript; if not, the applicant should write directly to the SAT or EACT program address listed in the basic instruction. In all cases, applicants should be encouraged to take one or both tests more than once through January of the year of desired entrance. All scores achieved on either test are used in evaluating competitiveness.

h. The applicant should be advised that final selection for appointment will be made by the Admissions Board of the Naval Academy. Attendance at the Naval Academy Preparatory School does not in itself guarantee qualification for, or admission to, the Naval Academy. To be selected for the Naval Academy from NAPS, the student must achieve a 2.0 GPA or above at NAPS and have the favorable recommendation of the Commanding Officer of NAPS.

Enclosure (2)

12 AUG 1992

i. Applicants should be aware that, although similar in spirit and common purpose, the Naval Academy Preparatory School differs in many respects from the Naval Academy; NAPS should be thought of as a transition to and preparation for the life of a midshipman. Candidates at NAPS are tested periodically in academic subjects and physical aptitude (strength and vigor), and are evaluated constantly for military aptitude and degree of dedication for a service career. Study hall is mandatory at NAPS 5 evenings each week, and extra instruction or assistance is available for students. If disenrolled for any reason from NAPS, midshipman candidates lose their Secretary of the Navy nomination to the Naval Academy. They may then be reassigned for duty elsewhere. Approved candidates transferred to the Preparatory School are still members of the service, receive pay and allowances in their respective pay grades, and are subject to the Uniform Code of Military Justice just as they would be at any other duty station.

j. A Naval Academy midshipman's monthly pay is approximately \$540 per month. Some of these monies are withheld to pay for books, uniforms and living expenses. Midshipmen will receive only a small portion of this money during their plebe (freshman) year for extra personal expenses and leave. Because of this small allowance, it is impossible for them to provide any financial assistance to any member of their families. As midshipmen, no "Q" allotments are authorized.

k. Candidates must agree to remain unmarried until they have completed 4 years of study at the Naval Academy and have received their commissions in the naval service.

l. Candidates must understand that they will be unable to fill the requirements for advancement in rating while attending the Naval Academy Preparatory School. However, they may be allowed to take the fleetwide examinations if they meet all the qualifications except time in grade. Fleet applicants are therefore encouraged to meet all practical and theoretical requirements before arrival at NAPS.

Enclosure (2)

OPNAVINST 1531.4F
12 AUG 1992

SAMPLE FORMAT FOR COMMANDING OFFICER'S ENDORSEMENT
(submit original and one copy)

SSIC
Originator Code
(date)

FIRST ENDORSEMENT on (Rate, Name, SSN) ltr of _____ (date) _____

From: Commanding Officer, (unit)
To: Superintendent, U.S. Naval Academy
ATTN: Nominations and Appointments Office
117 Decatur Road
Annapolis, MD 21402-5019

Subj: APPLICATION FOR SECRETARY OF THE NAVY NOMINATION TO THE
U.S. NAVAL ACADEMY/NAVAL ACADEMY PREPARATORY SCHOOL

1. Forwarded, (for consideration/recommending/strongly recommending) (approval/disapproval) for direct appointment to the Naval Academy.
2. The information contained in paragraph 2 of the basic letter has been verified. Average marks in the applicant's current enlistment are: Professional Performance _____, Military Behavior _____, Results of latest Physical Readiness Test (PRT) _____ (include number of pull-ups for men/flexed-arm hang time for women).
3. (Use this paragraph for pertinent data, such as: decorations and awards, meritorious masts, NJP's, letters of commendation, special qualifications, etc.)
4. (Use this paragraph for comments concerning commanding officer's evaluation of motivation and suitability of the applicant for a career as a naval officer.)
- 5*. In the event of non-selection for a direct appointment, the applicant (is/is not) recommended for admission to the Naval Academy Preparatory School.
6. A letter(s) requesting transcripts of all high school and college work was sent on _____.

_____(signature)_____
*This paragraph is to be completed only for those applicants requesting consideration for NAPS. Personnel applying for NAPS must not have passed their 21st birthday on 1 July of the year that they will enter NAPS.

Enclosure (3)

12 AUG 1992

SAMPLE NAVAL MESSAGE FORMAT FOR DEPLOYED UNITS

FROM: COMMAND
TO: USNA ANNAPOLIS MD//17F//
UNCLAS//N01531//
MSGID/GENADMIN/(COMMAND IDENTIFIER)//
SUBJ: FLEET CANDIDATE
REF/A/DOC/CNO/XXMAY92//
AMPN/OPNAVINST 1531.4F//
RMKS/1. COMMANDING OFFICER, _____,
RECOMMENDS (FULL NAME) _____, USN/USNR, SSN: _____
FOR ADMISSIONS CONSIDERATION.
2. RATE, USN/USNR
3. ACTIVE DUTY BASE DATE (ADBD): OR PAY ENTRY BASE DATE (PEBD):
4. DATE OF BIRTH
5. SEX:
6. ETHNIC ORIGIN: (BLACK, ORIENTAL, HISPANIC, NATIVE AMERICAN,
PUERTO RICAN, CAUCASIAN, ETC.)
7. CITIZENSHIP:
8. MARITAL STATUS: (MUST BE SINGLE/NO DEPENDENTS)
9. HIGH SCHOOL GRADUATION DATE:
10. HIGH SCHOOL ATTENDED: NAME:
CITY:
STATE:
11. SCHOLASTIC APTITUDE TEST (SAT)/ ENHANCED AMERICAN COLLEGE
TEST (EACT) SCORES (IF KNOWN):
12. NARRATIVE RECOMMENDATION: (INCLUDE DECORATIONS AND AWARDS,
MERITORIOUS MAST, NJP, LETTERS OF COMMENDATION, SPECIAL
QUALIFICATIONS, C.O. EVALUATION OF MOTIVATION AND SUITABILITY FOR
SERVICE AS A CAREER NAVAL OFFICER)
13. IS SHIP/SQUADRON/UNIT DEPLOYED:
14. RESULTS OF LATEST PHYSICAL FITNESS TEST (PFT): (INCLUDE
NUMBER OF PULLUPS (MEN)/FLEXED-ARM HANG TIME (WOMEN)
//

Enclosure (4)

12 AUG 1992

SAMPLE FORMAT FOR REQUEST FOR TRANSCRIPT

(Use letterhead with complete name and address of command. Address to high school, preparatory school, and/or college attended by the applicant. If applicant attended more than one high school, mail a request for a transcript to the last high school attended only as this school will have a complete transcript of all high school work.)

SSIC
Originator Code
(date)

(Address of school)

Dear Sir or Madam:

(Name of applicant), SSN (), serving under my command, has applied for admission to the U.S. Naval Academy. (He/She) last attended your school in (year).

In order to fairly evaluate (his or her) application, the Naval Academy needs a transcript of (his or her) complete secondary school (college) record. In addition to (his or her) grades, class standing and scores on any standardized tests (he or she) may have taken, a statement giving your evaluation of (his or her) character and suitability as a candidate for the Naval Academy would be most helpful.

(Name of applicant), whose signature appears below, authorizes you to forward (his or her) transcript and the other information requested to the Naval Academy.

Submission at your earliest convenience of this student's transcript and the other information requested will be greatly appreciated. Please forward all documents to the Superintendent, U.S. Naval Academy, Candidate Guidance Office, Attn: Fleet Coordinator, 117 Decatur Road, Annapolis, MD 21402-5018.

(Applicant's signature)
Applicant's authorization

Sincerely yours,
(Commanding Officer's Signature)
(Typed Name)
(Rank), U.S. Navy
Commanding Officer

Copy to:
U.S. Naval Academy
Candidate Guidance Office
Attn: Fleet Coordinator
117 Decatur Road
Annapolis, MD 21402-5018

Enclosure (5)

12 AUG 1992



For Your INFORMATION

UNITED STATES NAVAL ACADEMY: A CHALLENGE AND AN OPPORTUNITY

USNA OFFERS AN OUTSTANDING OPPORTUNITY
FOR QUALIFIED MEN AND WOMEN TO EMBARK ON A CAREER
AS OFFICERS IN THE NAVY OR MARINE CORPS

EACH YEAR, THE SECRETARY OF THE NAVY MAY APPOINT
85 ENLISTED MEMBERS FROM THE REGULAR NAVY OR MARINE CORPS
AND 85 ENLISTED MEMBERS OF THE NAVAL OR MARINE CORPS RESERVE
TO THE NAVAL ACADEMY

STUDENTS ARE APPOINTED AS MIDSHIPMEN, U.S. NAVY
AND RECEIVE TUITION, ROOM, BOARD
AND APPROXIMATELY \$540 PER MONTH

UPON GRADUATION, MIDSHIPMEN ARE APPOINTED AS
ENSIGN, U.S. NAVY OR SECOND LIEUTENANT, U.S. MARINE CORPS

CONSULT OPNAVINST 1531.4F AND SEE YOUR CAREER COUNSELOR TODAY
OR WRITE TO:

U.S. NAVAL ACADEMY
CANDIDATE GUIDANCE OFFICE
(ATTN: FLEET/NAPS COORDINATOR)
117 DECATUR ROAD
ANNAPOLIS, MD 21402-5018

OR CALL:

1-410-267-4361 (COMMERCIAL)
1-800-638-9156 (TOLL FREE)
281-4361 (AUTOVON)

OPNAVINST 1531.4F of 12 AUG 1992

DISPLAY ON BULLETIN BOARD AND PUBLISH AS APPROPRIATE, THEN DESTROY.
INCLUSION IN THE PLAN OF THE DAY IS RECOMMENDED. USE OF THIS INFOR-
MATION BY NAVY BROADCASTING SERVICE/AFRT OUTLETS ASHORE AND BY
SITE TELEVISION OPERATORS AFLOAT IS STRONGLY ENCOURAGED.

Enclosure (6)